

## ARRIVAL AND DISMISSAL PROCEDURES

### General Information:

In order to have adequate supervision and maintain social distancing guidelines, drop-off and pick-up times will be staggered and there will be several drop-off and pick-up locations on campus. Each family/carpool will be assigned a drop-off and pick-up window and location.

Drop-off times will be selected through Sign-Up Genius.

*Should you arrive prior to your assigned time drop-off or pick-up time, please wait in the lower parking lot until your time slot begins.*

Upon arrival at school, all students should remain in their cars until temperatures have been taken and staff has verified completion of the health questionnaire. (See Appendix 1 to see the Health Questionnaire.)

*For safety and staffing reasons, we will not have an early bird option for drop-off this year.*

### **Drop-Off**

#### Primary School Drop-Off

- Drop-off windows will begin at 7:45 am and run until 8:15 am.
- All **Primary School** students will be dropped off in the circular drive in front of the Annex/Church building. Staff will escort your child into the building once they have been cleared.

#### Lower School Drop-Off

- Drop-off windows will begin at 7:45 am and run until 8:15 am.
- All **Lower School** students will be dropped off at the main building on East Lane.
- **Lower School** families must *pull up on the far side of East Lane* (furthest away from the building) and wait for staff to check-in their child or children. Staff will escort children across East Lane and into the building. Lower School students will enter the building through the double doors and go directly down to their classrooms.

### Middle School Drop-Off

- Drop-off windows will begin at 7:30 am and run until 8:15 am.
- All **Middle School** students will be dropped off at the main building on East Lane.
- **Middle School** families will *pull up on the near side East Lane* (closest to the building). Once staff has cleared a student, the student will enter the building through the main Winston door and go to an assigned classroom.

### Late Arrivals

Take your child's temperature and complete the health questionnaire electronically prior to arriving at school.

Call the Main Office and someone will come out to your car to take your child's temperature. Do not exit your car or drop your child off.

### **DISMISSAL**

Dismissal will be staggered to ensure a lower density of students waiting at any one time as well as appropriate social distancing. Your pick-up location may be different than your drop-off location.

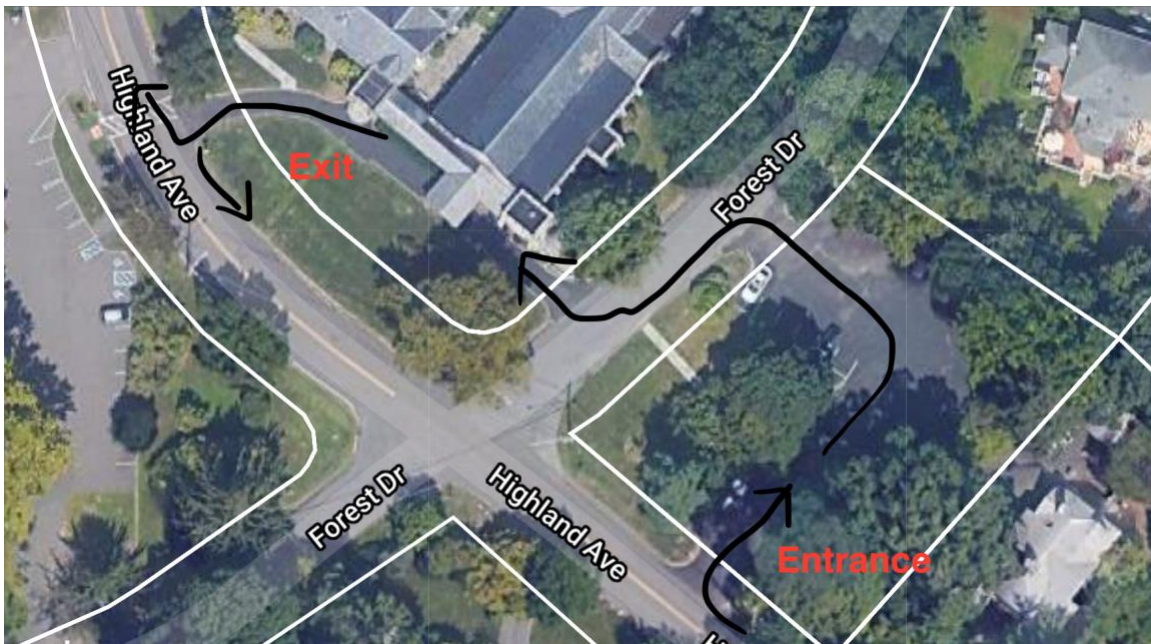
*Please do not arrive ahead of your assigned pick-up time, as this will slow down the process. You must wait in the lower parking lot across from the church if you arrive early.*

### GENERAL GUIDELINES FOR ANNEX PICK-UPS

If your designated pick-up location is the Annex, we ask that you follow the general guidelines described below. Please note, that these guidelines may change as we gain further experience with dismissing students from various locations on the Winston campus.

- Do not use East Lane as a cut-through to Forest Avenue from Highland Avenue as this will interfere with the Nursery School's dismissal process.

- The circular drive in front of the Annex/Church is one-way. All cars will enter the driveway from Forest Drive and exit onto Highland Avenue.
- Primary School parents may line up on the side of Forest nearest to the church/Winston field while waiting to pick-up their child.
- Lower School and 6<sup>th</sup>-grade parents/drivers must access the circular drive from the parking lot on Forest Drive. Do not wait in line/line-up along Forest Drive
  - o Please enter this lot from Highland Avenue.



Continued below

DISMISSAL TIMES AND PICK-UP LOCATIONS  
(SEE ADDITIONAL IMPORTANT INFORMATION BELOW)

DIVISION/GRADE	DISMISSAL TIME	LOCATION FOR PICK-UP
PRIMARY SCHOOL (GRADES 1-3)	2:00 pm	ANNEX
LOWER SCHOOL (GRADES 4 & 5)	2:15 pm	ANNEX
GRADE 6	2:30 pm	ANNEX
GRADE 7	2:45 pm	MAIN BUILDING
GRADE 8	2:45 pm	MAIN BUILDING
HOMEWORK CENTER (2:30-3:30 PM)		
PRIMARY SCHOOL	3:30 pm	ANNEX
LOWER SCHOOL	3:30 pm	MAIN BUILDING
MIDDLE SCHOOL	3:30 pm	MAIN BUILDING

CARPOOLS

If your child is in a carpool, their pick-up time will correspond to that of the oldest student in the carpool. If, for example, there is an 8<sup>th</sup>-grader in the carpool, the dismissal time for the carpool will be 2:45 pm from the Main Building on East Lane. Younger students with earlier dismissal times will be supervised until that time and escorted to the front of the Main Building on East Lane at 2:45 pm.

PRIMARY SCHOOL

- If your child is staying for Homework Center, they will remain in the Annex.
- Homework Center will run from 2:30-3:30 pm and will take place in the Primary School classrooms.

LOWER SCHOOL

- Lower School students attending Homework Center will remain in their classrooms in the Lower School Suite.

Middle school information continued below

### MIDDLE SCHOOL - DISMISSAL

- 7<sup>th</sup>-Grade parents should pull-up on the far side of East Lane – furthest away from the building. Winston staff will escort your child to you.
- 8<sup>th</sup>-Grade parents and Carpools should pull-up on the near side of East Lane – closest to the building.

### MIDDLE SCHOOL - HOMEWORK CENTER

Children attending Homework Center will remain in the Middle School classrooms at dismissal time (2:20 pm). Homework Center will run from 2:30-3:30 pm.

### Early Pick-Ups

Upon arrival call the main office and someone will bring your child out to your car. You will not need to come in to sign out your child.